

DEPARTMENT OF THE ARMY
MISSOURI RIVER DIVISION, CORPS OF ENGINEERS
P.O. Box 103, Downtown Station
Omaha, Nebraska 68101

MRD-M 672-1-1

MRDPO

Memorandum
No. 672-1-1

23 March 1987

Decorations, Awards, and Honors
GALLERY OF DISTINGUISHED CIVILIAN EMPLOYEES

1. Purpose. This memorandum establishes criteria for nomination and selection of outstanding civilian employees for the MRD Gallery of Distinguished Civilian Employees.
2. Applicability. This memorandum applies to all elements of the Missouri River Division Office.
3. Reference. OCE Supplement 1 to AR 672-20.
4. Criteria. The following criteria will be used in nominating candidates for this honor in the Missouri River Division Office.
 - a. Candidates must have completed at least 20 years of service as a civilian employee of the Corps of Engineers. They must have been in a retired status or deceased for a minimum period of two years prior to 1 March of the year in which the nomination is submitted.
 - b. The following criteria will be observed in nominating and considering candidates:
 - (1) Accomplished assigned duties in such a manner as to have been clearly exceptional and pre-eminent among all who have performed like or similar duties;
 - (2) Developed and/or improved methods and procedures which produced extraordinary benefits for the Corps of Engineers;
 - (3) Contributed substantially to the reputation and honor of the Corps of Engineers;
 - (4) Performed loyally and faithfully throughout the period of service.

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5. Method of Selection.

a. Selection Committee. Selections will be made by an 8-member committee comprised as follows:

The Deputy Commander will be Chairman but have no vote. The Chief of Engineering Division, Chief of Construction Operations Division, Chief of the Planning Division and Chief of the Real Estate Division will be members of the committee, ex officio. The remaining members of the committee will be three representatives of "staff" level from other Divisions or separate offices of the Division Office, to be appointed by the Division Engineer for 2-year terms with no limitation as to whether they are eligible for reappointment. In the event a Committee member cannot be present, he/she may send a "Designated Representative" to act in his or her place. Business may be conducted when a quorum (5 voting members or Designated Representatives) is present.

b. Nominating Procedures. On or before 1 February of each year the selection committee will circulate a written request throughout the Division Office requesting nominations for the Gallery. Nominations may be made by any Division Office employee prior to 1 March of each year.

c. Selection Procedure. No more than one former employee will be selected in any given year. Final selection must be by unanimous vote of the Committee. Should the Committee fail to reach unanimity, no selection will be made that year. Official announcement of the new selection will be made on Engineer Day of each year. A portrait of the individual selected, with a brief resume of outstanding accomplishments and periods of service, will be placed with others who have been awarded this recognition.

FOR THE COMMANDER:

/s/
GEORGE T. LA BLONDE, JR.
Colonel, Corps of Engineers
Deputy Commander

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